



STATE OF WASHINGTON  
STATE RECORDS COMMITTEE

*Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives*

*PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

**MEETING MINUTES**  
**December 2, 2009 – 1:30 pm**  
**Archives Conference Room, Olympia**

**Members Present:** Steve Ryser (Office of the State Auditor); Traci Friedl (Attorney General's Office); Jerry Handfield (State Archivist);

**Staff Present:** Russell Wood (State Records Manager); Irene Koester (Records Management); Deborah Bahn (Digital Archives)

**Records Officers/Guests:** Barbara Benson (University of Washington); Lysa Homan Walker (Department of Labor and Industries); Tammy Lee (Department of Labor and Industries); Kristin Young (Washington State Patrol); Millie Brombacher (Department of Social and Health Services); Anita Wieland (Office of Financial Management); Christine Neely (Department of Retirement Systems).

**I. ROUTINE BUSINESS**

**A. Call to Order:** Steve Ryser called the meeting to order at 1:34 p.m.

**B. Introduction of Records Officers/Guests:** All Records Officers and guests were introduced.

**C. Approve November 4, 2009 Minutes:** Ryser called for a motion to approve the November 4, 2009 minutes; moved by Ryser, seconded by Friedl.

**Resolution:** Motion carried.

**D. Adoption of Today's Agenda:** Ryser asked if there were any changes or amendments to the agenda. Russell Wood, State Records Manager, asked to add the review of the General Schedule Human Resources section as item II, C. Ryser called for a motion to approve today's agenda as amended. Motion to approve as amended by Friedl, seconded by Handfield.

**Resolution:** Motion carried.

**II. WASHINGTON STATE ARCHIVES UPDATES**

**A. Announcements from the State Archivist**

1. The State Archivist announced his recent marriage. Their marriage license will be posted at Digital Archives as soon the transfer from King County is received.
2. National Archives Commission – The State Archivist is a member. This group approves grants nationally and they are hoping to give out \$12 million in grants for records preservation.
3. Budget – The Secretary of State's Office has laid off 31 people since April and will be cutting 10% out of the budget for this biennium. They are planning to use revenues to cover these cuts.

4. The State Archivist recognized and praised Millie Brombacher (Department of Social and Health Services) for the work she did with the State Records Center in the transfer of 25,000 boxes from her agency's Records Reference Center.
5. Green River Flood Zone – They are contacting state and local agencies within the flood zone area so those agencies are aware of who to contact in the event their records are damaged. The State Records Center assisted the City of Auburn in moving 24 pallets of their records to higher ground. The State Archivist gave a presentation to the Governor's Task Force on the Green River Flood, and during that presentation, he provided pictures from the 1959 flooding.

**B. Update on Requests to Discontinue Records Series:** Russell Wood provided the following statistics –

October: 135 submitted, 102 approved

November: 60 submitted, 0 approved

**C. General Schedule review of the Human Resources Section:** Russell Wood provided a copy of the latest draft for this schedule. He stated that what prompted this retention schedule to be considered for a major revision was to assure there were not conflicts with the latest labor contracts. Another issue identified was clarification of records required for purposes of retirement verification. Team members involved include human resources staff and records officers from various state agencies and colleges.

### **III. OLD BUSINESS**

**A. 1. Tabled item from October 7, 2009 and November 4, 2009 meetings**

**Washington State University Office 8605 (Office of Research Assurances)** dated September 2, 2009

**Action:** Friedl made a motion to approve as amended changing the OFM designation to OPR, seconded by Ryser.

**Resolution:** Motion carried.

**A. 2. Tabled item from November 4, 2009 meeting**

**Washington State Patrol Office 230 (Crime Laboratory Division)** dated October 8, 2009

**Action:** Motion to approve by Ryser, seconded by Friedl.

**Resolution:** Motion carried.

### **IV. NEW BUSINESS**

**A. State Agency Unique Records Retention Schedules/Action Items for Committee Review/Approval**

**1. University of Washington**

Records Retention Schedule for Office 07/01 – Office of Sponsored Programs, dated October 26, 2009

**Action:** Motion to approve: Ryser, seconded by Handfield.

**Resolution:** Motion carried.

Records Retention Schedule for Office 08/15 – Creative + Communications, dated October 27, 2009

**Action:** Friedl made a motion to approve as amended removing item #4, Xerox/Ikon Invoices from the schedule, seconded by Handfield.

**Resolution:** Motion carried.

Records Retention Schedule for Office 15/05/01 – Childcare Coordinating Office, dated October 26, 2009

**Action:** Motion to approve: Ryser, seconded by Friedl.

**Resolution:** Motion carried

Records Retention Schedule for Office 19/05 – A & S: Meany Theater: Arts Ticket Office,  
dated October 26, 2009

**Action:** Motion to approve: Handfield, seconded by Ryser.

**Resolution:** Motion carried

## V. OTHER BUSINESS

**A. Retention Schedule Submission Process:** Russell Wood distributed a draft diagram of the existing process to the Committee and stated that he was planning to post this information on the Secretary of State's web site. He addressed and clarified the proper procedure for submitting retention schedules, especially revisions. When revisions are submitted, the revision statements do not need "from and to" statements. They only need to have the "from" statements because the "to" statement is clearly what is on the retention schedule itself. Many of the Record Officers want a better line of communication when changes in processes are being made. Also, some Record Officers expressed interest in wanting to see more information available on-line for them to utilize as a resource. They asked for more examples on filling out retention schedules and specifically asked for multiple examples available for revisions and discontinues.

## VI. NEXT MEETING

When: January 6, 2010 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

## VII. ADJOURNMENT

**Action:** Motion to adjourn: Handfield, seconded by Friedl.

**Resolution:** Meeting adjourned 3:04 p.m.

## CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

*I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on December 2, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.*

Steve Ryser  
Chair Signature

1-6-10  
Date